

**MINUTES OF THE
MEETING OF
THE BOARD OF DIRECTORS
OF
PORT CHESTER OBEDIENCE TRAINING CLUB**

A Meeting of the Board of Directors of Port Chester Obedience Training Club ("Club" or "PCOTC") was held at 7:30 PM on October 27, 2021 via a Conference call due to Coronavirus19 outbreak

Present at the meeting were the following Managers and Directors:

Barbara Napoli	President
Kathy Gregory	1st Vice President
Lauren Green	2nd Vice President
Mary Skirchak	Treasurer
Donna Fanok	Recording Secretary
Olga Kornienko	Corresponding Secretary
George Berger	Director

Minutes of the Last Meeting - A motion was duly made and accepted to waive the Minutes of the Last Meeting.

President's Report - Barbara Napoli

Legal Issues

- Received information from our bank that Jeanne Meldrim has been removed from all accounts due to her resignation from the Board.

- Barbara and Kathy has spoken to our accountant in preparation to the requested audit for the year 2020. It will be a thorough customary audit followed with a Letter of Opinion, an overview of finances records and internal proceedings of our club. A Letter of Engagement has been received and will be followed up with a retainer in the amount of \$2500.

At the conclusion of the audit, auditors will meet with Management Team. At that time recommendations will be made in the areas they believe will benefit with improvement. New Policies and Procedures are likely to result from this audit.

The audit will begin upon the completion of the 990 and the target date for completion of the audit will be December 31, 2021.

- Lease Update - Management Team has been in contact with the Management Company. We have been asked to produce an estimate for the A/C Condenser on the upper level. We made clear to them our financial position as a result of COVID-19. It is apparent that there needs to be further negotiations till an agreement can be made.

- A list of questions is being prepared by Kathy Gregory from the membership that needs to be addressed.

- Kathy is in the process of preparing a letter to the AKC in response to the letter the membership had previously sent them. In it are brief explanations to points presented by the membership. Kathy was assured by the AKC that ZOOM meetings are considered official club meetings since the beginning of COVID-19. A change is likely to be made in our Policy and Procedures to reflect this change.

- A motion was duly made and accepted to reinstate our pre-COVID19 12 hour volunteer membership requirement beginning in 2022.

- Facebook page is on pause, meaning no activity will take place until further notice. The Board would like to reorganize our media presence.

Report of First Vice President - Kathy Gregory

- The sign for the building has been confirmed with the designer.

- The ORT will be held on October 30, 2021 with a total of 54 entries to date.

Report of the Second Vice President - Lauren Green

Registration has opened today for the Volunteer Members. No technical problems. Tomorrow classes will open for all others. We are expecting Family Manners classes to fill quickly.

Report of the Treasurer - Mary Skirchak

Will plan on having a revenue report for class registration for the General Meeting on October 29, 2021

Report of the Corresponding Secretary - Olga Kornienko

Will be sending out an eBlast about the AKC FIT DOG program.

Unfinished Business

- The final logo for the building sign has been confirmed and sent to the designer
- Continuing to follow up on possible copyright of our Club logo.
- The budget for 2022 will be upcoming

New Business

- A universal policy on collecting registration fees for events is under discussion.

Our next Board Meeting is scheduled for November 23, 2021

There being no further business, on motion duly made, the meeting was adjourned at 8:46 pm.

Barbara Napoli, President

Donna Fanok, Secretary

